

Cape Ann Transportation Authority
Board Meeting
Dec 5, 2017
9:30am

Attendance: Administrator Paul Talbot, Felicia Webb, James Destino, David Gardner, Robert Ryan, Joe Randazza, Stephanie Jackson, Roland Lambolot and Jackie LaFlam

Called to order by James Destino at 9:30am

Roll Call all representatives except Essex, Ipswich and Rockport were not in attendance.

Approval of June 7, 2017 minutes

Jim Destino said Mitchell Vieira mentioned about that the salaries were not listed.
Felicia said she would mail a copy to members.

Motion to Approve by James Destino
Seconded- Stephanie Jackson
Vote- Unanimous approval

FY17 Audit Report

Jim and Roland discussed the audit on Page 2 the increase and transportation revenue from 2016 to 2017 was due to increase in Brokerage Services.

Jim mentioned the increase in the Capital Grants and contributions, Roland explained it was from RTA Cap and used primarily for new buses.

Jim Destino asked what was included in Other revenue, Roland said he would get back to him.

Jim said on page 7 there was an increase of \$25,000 in Brokerage A/R

Roland noted it's just the timing of when we get paid by the State.

Jim also asked about the unrestricted \$17,783.

Roland explained under Chapter 161B a reserve can be set up if all funds are not used the previous year. Roland also explained this \$17,000 was from many years ago. CATA has to be careful holding onto money because the State may reduce the subsidy.

Jim asked about liability for workman's comp, Roland explained the audit only covered CATA because CATOC is a contractor. CATA's workman's comp is under \$1000.

Jim questioned the decrease in the RAN on page Roland replied that he makes a list of what CATA needs and what should be borrowed. Also, CATA borrowed \$2.5 million a few years ago because of concerns about the timing of the operating assistance from the State.

Jim asked if the new GASB Statements have an effect on CATA and Roland said no impact because we have no pension and no post employment benefits.

On page 14 Jim wanted to know why so much money was uninsured in CATA's bank account.

Roland said he mentioned MMDT but CATA has 3 accounts in moving money between accounts is the concern. Jim commented if we use MMDT we would get the interest on the money.

On page 15 Jim wanted to know what happened to our retired equipment, Roland responded that CATA sells it for little money \$500 to \$1000.

Jim asked about 457 Plan on page 16 and Paul replied it's a CATA Plan and not tied into the State.

Jim commented on Page 17 the fuel rates we got are a good deal, Bob said \$1.85 diesel and \$1.76 gas. Roland prices are net because we don't pay tax on fuel. Jim said maybe it's not such a good deal after all.

Jim asked about \$470,000 HST issue, Paul said we are still working on it and a suit has been filed with the Superior Court. Felicia said we filed November 10, 2017 and the State has to respond by March 12, 2018.

Jim asked about the September 12, 2017 letter about the receivables and credit card charges not fully documented. Roland said it was only a couple thousand dollars. Joe explained some from postage and telephone which does not produce receipts unless you asked for them. Felicia said if you use your personal card you only get reimbursed if you have a receipt.

Roland and Jim discussed old checks that were not cashed and how CATA should resolve it to avoid turning the money over to the State.

FY17 Triennial

Paul explained every 3 years all RTA's have to go through the review process. We have to provide all information about activities and there were only 4 findings this past year.

Jim wanted to know who is responsible to send the responses to FTA, Paul said Felicia and himself.

ADA finding: Felicia explained we did not have the correct language that was required in the eligibility appeal process. We submitted the revised language and the finding was closed.

Procurement finding: Paul said there are 6 forms and only 3 were filled out, we completed the other 3 and the finding was closed.

DBE finding: Felicia explained we were calculating our DBE achievement incorrectly so we thought we met the goal and we did not. We submitted the shortfall analysis and corrected the calculation method and the finding is closed.

MPO finding: This is a repeat finding the MPO failed to include CATA and MetroWest RTA in the language included in public notices. CATA and MetroWest spoke with the MPO about the issue and the finding is closed.

Summer Ridership

Paul pointed out that there has been a steady increase in ridership on all of our services. Stage Fort up 11%, Rockport did very well up 14%, Ipswich was experiencing increase in ridership but the lack of weekend train service had an effect on it.

Jim said ridership should continue to increase with the promotions with tourism. Also commented how the weather can have an impact on all of the budgets.

Jim Destino said I move that the Cape Ann Transportation Advisory Board has received CATA's FY17 Audited Financial Statements.

Motion by Jim Destino
Seconded by Stephanie Jackson
Vote-unanimous in favor

Adjournment 10:05am
Motion by Jim Destino
Seconded by Stephanie Jackson
Vote-unanimous in favor